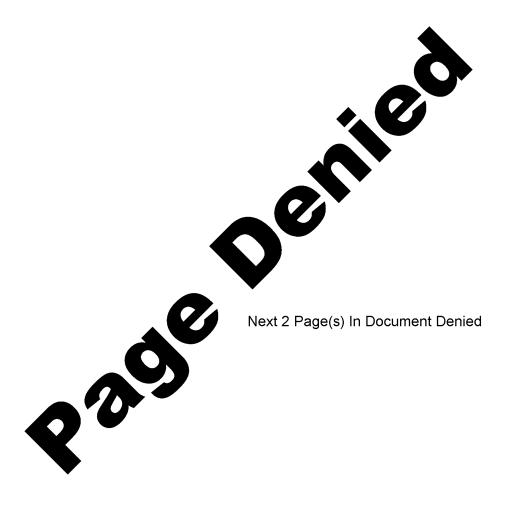
J.J.

ADMINISTRATIVE - INTERNAL USE ONLY

3 January 1985

	MEMORANDUM FOR:	Deputy Director for Ad	lministration		
STAT	FROM:	Director of Information	on Services		
	SUBJECT:	OIS Weekly Report (27	December 1984 - 2 January 1985)		
	With the exc	ception of the weekly re	eport from the Information Privacy		
	Division (attached), there are no reportable items from the Office of Information Services.				
STAT					
	Attachment				

ADMINISTRATIVE - INTERNAL USE ONLY



31 December 1984

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report (26-31 December 1984)

An earlier OIS Weekly (3 December) carried a report of the CRD program which resulted in the declassification of 332 intelligence estimates. The DI/IRO, on 12 December, expressed concern that the action on these documents, which contain considerable DI input, had not been coordinated with the DI. We researched the background of the review of NIEs, SNIEs, and SEs, and found that they were handled as a regular part of the Systematic Review Program. A DI/RMO originally had decided that they should be reviewed as part of the program; they were reviewed under DI approved guidelines; and individual coordinations were made in specific cases where the CRD reviewer had a question.

These community documents were then coordinated with six other U.S. agencies and it was only after the concurrence of all that a document would be declassified.

STAT

STAT

Acting Chief

ADMINISTRATIVE - INTERNAL USE ONLY

31 December 1984

	MEMORANDUM FOR:	Director of Information	ation Services		
STAT	FROM:				
		Acting Chief, Info	rmation Resources Management Division		
	SUBJECT:		ne Information Resources n, 26-31 December 1984		
	SIGNIFICANT EVEN	TTS AND ACTIVITIES			
	to VM has appare		telecommunications line problem from Wang enabling OIS once again to transmit cally.		
STAT	Information Technology Branch, is working with the Wang customer engineer to correct problems with the Information and Privacy Division (IPD) backup disk drive. Replacing the drive controller boards in the CPU did not resolve the problems, and diagnostic testing is continuing.				
STAT	IPD, are continuing to "clean up" the IPD system disk. During the last month, they have reduced disk storage from 63 percent to 54 percent of theoretical capacity, which should improve system performance and reliability.				
	b. <u>Records</u> activities durin		enter personnel performed the following		
	RAR ARC	AS CINS	Made 6 additions and 2 changes. Jobs received/edited: 11. Jobs keyed: 10 consisting of 366 entries. Jobs completed: 17. Title searches: 1.		
	Rei	cessions: ferences: ecial Runs:	Received 6 jobs totaling 37 cubic feet. Serviced 551 requests for records. Three: one each to OP, OL, and OTS.		
STAT					

ADMINISTRATIVE - INTERNAL USE ONLY

31 December 1984

MEMORANDUM FOR: Director of Information Services

STAT

FROM:

Chief, Regulatory Policy Division

SUBJECT:

Regulatory Policy Division Activities - 25 December

through 31 December 1984

The holiday season continued to produce an abatement of activity in RPD. We processed three notices on a priority basis. Of particular significance was Social Security and Medicare Payroll Deductions which informs employees that these deductions are being increased effective with the first paychecks received in January 1985. This proposed issuance was handcarried to the DDA on 31 December. Also processed were Announcement of Appointment to Key Position in the Directorate of Administration, and Summary of Agency Employment.

STAT